

POLICE COMMUNITY SUPPORT OFFICERS

GOVERNANCE PROTOCOL BETWEEN HUNTINGDONSHIRE DISTRICT COUNCIL AND CAMBRIDGESHIRE CONSTABULARY CENTRAL DIVISION

1. Introduction

1.1 The purpose of this document is to establish a Governance Protocol between Huntingdonshire District Council and Central Division with regard to Police Community Support Officers (PCSOs); in particular to establish:

- ❖ A Steering Group to provide strategic guidance on the work of the PCSOs and agreement on day-to-day management and supervisory responsibility
- ❖ A performance management framework to report on the effectiveness of PCSOs
- ❖ A set of service level agreements for the delivery of particular HDC services by PCSOs
- ❖ The mechanism for delivery of information gathered by PCSOs, including contact points between PCSOs, their line managers and HDC Officers/Members
- ❖ Training.

1.2 For the purpose of clarity, this Protocol includes all Huntingdonshire PCSOs, including those within Northern Division area and managed by Central Division (Farcet & Yaxley).

2. Tactical Guidance

2.1 The work of PCSOs in Huntingdonshire will be overseen by a Steering Group comprising Officers from the Cambridgeshire Constabulary Central Division and Huntingdonshire District Council.

2.2 The direction and control including day-to-day supervision and management of PCSOs in Huntingdonshire will remain entirely within the remit of Cambridgeshire Constabulary Central Division (including dealing with complaints about PCSOs).

2.3 The Steering Group will comprise:

- ❖ Superintendent Simon Edens or his substitute
- ❖ Sector Inspectors
- ❖ Elizabeth Wilson, Director of Operational Services or her substitute
- ❖ Claudia Waters, HDC Community Support Officer
- ❖ Executive Member for Environment (Community Safety) or substitute
- ❖ HDC Service officers as appropriate

The Steering Group will meet on a monthly basis for 2004 and thereafter a quarterly basis.

3. **Performance Management**

3.1 The Constabulary are developing Cambridgeshire-wide PIs but this work has not been completed. In the meantime, Central Division will provide information to measure performance under the 5 objectives of:

- ❖ To impact on low level anti-social behaviour
- ❖ To provide reassurance and reduce fear of crime in the community
- ❖ To provide traffic management by enforcement and education on road safety
- ❖ To reduce incidents of damage (including vandalism and graffiti)
- ❖ To develop and optimise public inter-action.

3.2 Central Division will develop PIs and targets for these 5 objectives and these will be included in this Protocol. The data to be provided to HDC will be quarterly data wherever possible. Responsibility for the measuring of the indicators is with the Constabulary. When the Force-wide PIs are available, these will be included in this Protocol.

4. **Service Level Agreements on HDC Services**

4.1 The following services provided by HDC are considered appropriate for PCSOs to provide 'additionality in the enforcement of legislation relating to:

- ❖ Dog Fouling, Stray Dogs and Responsible Dog Ownership
- ❖ Littering
- ❖ Abandoned Vehicles
- ❖ Flytipping
- ❖ Graffiti and Flyposting

4.2 A Service Level Agreement for each service will be developed for inclusion with this Protocol and piloted before being introduced across the District.

5. **Information Gathering and Contact Points**

5.1 The information gathered by PCSOs which relate to HDC services will be provided to HDC through the following points of contact:

- ❖ CCTV Control Room (out of hours service)
- ❖ Godmanchester Depot (9am – 5pm)

Information will be collated by these two points of contact and disseminated to relevant service providers in HDC.

5.2 Other direct contact points at HDC include:

- ❖ Countryside Services
- ❖ Environmental Health
- ❖ Housing

6. **Training**

- 6.1 HDC will provide structured training sessions for PCSOs covering all the services outlined in Section 4. These will be provided annually on a rolling programme.

Draft Service Agreement
Huntingdonshire District Council and Cambridgeshire Constabulary Central Division
Police Community Support Officers.

Responsible Dog Ownership

1 Introduction

- 1.1 Huntingdonshire District Council and Cambridgeshire Constabulary recognise the importance of responsible dog ownership and in particular the need to address problems associated with irresponsible dog ownership. The purpose of this document is to detail the service level agreement/protocol between Huntingdonshire District Council and Cambridgeshire Constabulary Central Division Police Community support Officers (PCSO's) with regard to responsible dog ownership.
- 1.2 This service level agreement/protocol will assist in fulfilling the aims and objectives already established between the 2 organisations and by working in partnership will make a significant contribution in dealing with irresponsible dog ownership
- 1.3 Responsible dog ownership covers a range of issues which includes:
- Dog fouling
 - Dog straying
 - Dogs on leads
 - Dangerous dogs
 - Nuisance dogs
 - Dog bans in certain public areas
 - Dog identification (Collar and tags/ microchip)

2 Dog Fouling

- 2.1 It is an offence under the **Dogs Fouling of Land Act 1996** if a person in charge of a dog fails to clean up forthwith any faeces deposited by the dog on land which has been designated under the Act. An authorised officer of the Local Authority can be empowered to serve an 'on the spot fine' on offenders. Failure of the offender to pay may result in them being summoned before a Magistrates Court.
- 2.2 PCSO's may witness an offence or receive complaints from members of the public during their routine patrols. In carrying out an investigation into an offence the PCSO will need to ascertain and record the following information.
- Name and address of perpetrator
 - Name and address and other relevant contact details of complainant
 - Date, time and place where offence was committed
 - Details of type and breed of dog

- Details of evidence to substantiate or confirm that faecal material has been deposited
 - Names and addresses of any witnesses
- 2.3 In the first instance PCSO's will make contact with the perpetrator and inform them of the nature of the complaint and the legal implications/penalties which may be incurred as a result.
- 2.4 At the end of each working week, information collated by the PCSO's regarding dog fouling will be forwarded to the Environmental Health Services Division (EHSD) Animal Welfare Officer, Val Trusty. The provision of information will enable the EHSD to establish and identify persistent offenders.
- 2.5 A decision on whether to issue an on the spot fine will be made by the EHSD based on the information provided by the PCSO's and any other relevant factors including the EHSD's Enforcement Policy.
- 2.6 There may be occasions where the EHSD are aware of a particular problem in a locality and will contact the PCSO's to ask them to carry out observations or make additional patrols to certain key areas. These may be in particularly sensitive areas around schools, children's play areas or well-used footpaths.
- 2.7 As a pilot it is suggested that a limited number of PCSO's within a given locality may be authorised by Huntingdonshire District Council to serve on the spot fines after receiving appropriate training. Any pilot study would be evaluated after a three-month period to determine its viability.

3 Dog Straying

- 3.1 When a PCSO is made aware, either by a member of the public or an officer of the District Council, that a dog is straying, i.e. outside the confines of its property with no owner, they should carry out the following actions.
- Determine whether there is any identification on the dog, i.e. collar and tag.
 - Try and ascertain from local knowledge who the dog belongs to.
 - If the dog appears 'friendly' take hold of the dog and if possible reunite with it with the owner.
- 3.2 If the owner of the dog cannot be identified, the PCSO should telephone the EHSD, (01480 388302) and provide relevant details. The Animal Welfare Officer will try and arrange collection from the location or any other appropriate place where the dog has been taken by the PCSO. This could be a local police station or Wood Green Animal Shelter.
- 3.3 It should be noted that it is not an offence for a dog to stray, although if a dog is impounded and taken to Wood Green or the police station then a detention fees may be charged as well as kennelling costs etc.

4 Dogs on leads

- 4.1 Certain roads throughout the district, mainly in towns and large villages, have been designated under the **Control of Dogs on Roads Order 1991**. In these areas any dog out of the confine of its home should be attached to a collar and lead and be under the control of the owner.
- 4.2 If a PCSO is aware of an offence they should advise the dog owner of their legal responsibilities. In the case of a persistent offender then details of the name and address of the owner should be taken as well as details of the location of the offence, dates and times etc and forwarded to the EHSD's Animal Welfare Officer as part of a weekly report.

5 Dangerous dogs

- 5.1 The legislation concerning dangerous dogs is jointly enforced between the Cambridgeshire Constabulary and Huntingdonshire District Council. If a PCSO is aware that there is a dangerous dog in a location, or has been advised by a member of the public that they have been bitten or attacked by a dog they should take full details and refer to the police in the first instance.
- 5.2 Where a dog is thought to be potentially dangerous but has not yet caused any injury to any person, then relevant details should be forwarded as soon as possible to the EHSD's Animal Welfare Officer.

6 Nuisance dogs

- 6.1 A nuisance dog is one whose manner of keeping has caused or is likely to cause complaints from neighbouring premises. This could be due to loud and prolonged barking or heavy fouling of the owner's garden causing smell and fly problems.
- 6.2 If a PCSO is aware, through observation or through contact with members of the public, that the keeping of dogs (or other animals) is causing a nuisance to neighbouring premises, they should record the relevant information including details and duration of the nuisance and forward this information to the EHSD's Animal Welfare Officer as part of a weekly report
- 6.3 The Animal Welfare Officer may request the PCSO to keep a log sheet recording details over a period of time to enable sufficient evidence to be gathered so that the EHSD can take appropriate action.

7 Dog bans in certain public areas

- 7.1 There are currently bylaws prohibiting dogs to enter play areas that have been fenced off. These areas are clearly signed.
- 7.2 If a PCSO is aware that there is a breach of this bylaw they should approach the owner of the dog and advise them that an offence is being committed.

- 7.3 Where there appears to be a persistent offender, relevant details should be recorded and forwarded to the EHSD's Animal Welfare Officer as part of a weekly report.

8 Dog identification

- 8.1 It is an offence for any dog to be in a public area without suitable identification. This could take the form of a collar or tag, microchip or tattoo.
- 8.2.1 If a PCSO is aware that a dog is in a public area without such identification they should advise the owner of their legal responsibilities and where persistent offenders are identified, record appropriate information and forward to the EHSD's Animal Welfare Officer as part of a weekly report.

9 Communication

- 9.1.1 Where a PCSO or an Officer of the EHSD are aware of a significant problem concerning irresponsible dog ownership they will liaise together as appropriate.
- 9.2 At the end of each working week a report recording relevant details as identified above will be forwarded by the PCSO's to the EHSD.
- 9.3 Any necessary training for PCSO's regarding responsible dog ownership will, where practicable, be provided by the EHSD.